

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 19, 2019**

MINUTES

1. The Willmar Planning Commission met on Wednesday, June 19, 2019, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

Members Present: Jeff Kimpling, Terry Sieck, Christina Nelson, Steve Gardner, Rolf Standfuss, Dr. Jerry Kjergaard, and Rhonda Otteson.

Members Absent: Jonathan Marchand, and Cletus Frank

Others Present: Sarah Swedburg – Planner, Sean Christensen – Public Works Director, Rob Baumgarn – Community Ed & Rec Director, Steve Okins – Finance Director, Eric Janey (Willmar), Marc Jerzak (Willmar), Ryan Voz (Willmar), and Todd Hoehn (Eau Claire, WI).

2. MINUTES: Minutes of the June 5, 2019 meeting were approved as presented.

3. DREAM REAL ESTATE, LLC MINI STORAGE PLAN REVIEW: Staff presented a request by Dream Real Estate, LLC for a plan review to allow mini-storage on property described as follows: Lot 7 and parts of Lots 8-10, Block 2, Paulson & Sunde's Subdivision of Lot D Eastern Addition (137 Benson Avenue SE). The plan would be to demolish the existing building and construct a new building in the Northeast corner of the lot. The property is zoned I-2 (General Industry). A landscape plan has not been submitted at this point, and will be required prior to building permit approval.

Eric Janey with Dream Real Estate, LLC stated that his goal with this development is to clean up the site & offer storage for items such as RV's and boats, which is currently not offered elsewhere in town. The building will have 7 bays and year-round climate control. A wider footprint would not trigger any additional bays, but simply more room for the existing plan.

The Planning Commission reviewed and discussed staff comments (see Attachment A). The Commission clarified requirements of any future change in use, as well as stormwater drainage currently near this site.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

Mr. Kimpling made a motion, seconded by Ms. Nelson to approve plan review for mini-storage with the following conditions:

- a) All lots shall be combined with Kandiyohi County.
- b) A landscape plan compliant with Zoning Ordinance Section 3.P. shall be submitted and approved by the Zoning Administrator prior to Building Permit approval.
- c) The Stormwater Ordinance shall be complied with and plans shall be approved by the Engineering Department.
- d) The use shall meet all applicable local, state, and federal rules and regulations at all times.
- e) Predominate setbacks along rear lot line shall be allowed.

The motion carried.

4. STINGERS LEASE AGREEMENT: Staff presented the lease for Willmar Baseball, LLC & Northwood's League, Inc. (Summer Collegiate Baseball League). The lease being requested is for the Facility known as Baker Diamond-Taunton Stadium. The term is 10 season, up to 40 games per season (consistent with the Northwood's League team leases).

Staff explained the Planning Commission role is to review the lease and approve/deny based on compliance of the proposed plan with the Comprehensive Land Use Plan.

Marc Jerzac & Ryan Vos described the regional pull the Stingers Baseball team has – 47% of their fan base does not have a Willmar Zip Code. They stated that the 10-year lease (vs. 2, 5-year leases) helps with investment and Capital Improvements. Mr. Jerzac and Mr. Vos intentionally scheduled away games during the beginning of their season, so Willmar could host the High School Baseball Section Tournament.

The Planning Commission agreed that this lease aligns with community & comprehensive planning goals: Economic Growth, Parks & Open Space, Residential & Social Development, Local Option Sales Tax Projects/Goals.

Commissioner Jeff Kimpling inquired about major lease changes. Rob Baumgarn, Director of Parks & Recreation, informed the Commission that the biggest change is the clean-up responsibility shifting from City Staff to Stingers Staff, saving on City Staff time & money.

Mr. Standfuss made a motion, seconded by Mrs. Nelson and to approve the Willmar Baseball, LLC & Northwood's League, Inc. 10 season lease.

The motion carried.

5. WYE PROJECT LAND SALE: The Planning Commission reviewed a land sale for an agriculture lot, connected with the Wye Project, described as follows: That part of the North 1320.00 feet of the Northwest Quarter of the Northwest Quarter of Section 20, Township 119 North, Range 35 West, 5th Principal Meridian, Kandiyohi County, Minnesota that lies southerly and easterly of Parcel 36, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 34-46, according to the plat thereof on file and of record in the Office of the County Recorder, Kandiyohi County, Minnesota and westerly of Parcel 3C KANDIYOHY COUNTY WILLMAR WYE PROJECT RIGHT OF WAY PLAT NO. 3, according to the plat thereof on file and of record in the Office of the County Recorder, Kandiyohi County, Minnesota. Hoffman Construction would like to purchase this parcel Southeast of the intersection of County Roads 40 & 55 for \$7,500 per acre. Sean Christensen, Public Works Director, explained to the Commission that the property would provide material for raising the road beds, as well as serving as a Stormwater pond. It would be staff's recommendation to approve the land sale.

Dr. Kjergaard made a motion, seconded by Mr. Kimpling to approve the land sale and forward the item to City Council.

The motion carried.

6. CAPITAL IMPROVEMENTS PROGRAM: Staff informed the Committee that via The Minnesota State Statutes 462.356, Subd.2 and the City Charter, Subdivision 4, the Commission shall review and submit annually to the Council a recommended capital improvements report which shall

contain recommended capital improvements which in the opinion of the Commission are necessary or desirable in the forthcoming five (5) year period. It is the Planning Commission's role to review the CIP in terms of its compliance with the Comprehensive Land Use Plan.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

Ms. Nelson made a motion, seconded by Dr. Kjergaard to forward the CIP for review by the Mayor and Director of Finance for the final budget determination.

The motion carried.

7. MISCELLANY: Staff inquired about the potential to hold a special meeting on July 1, 2019 at 5:30pm. A public notice and agenda will be posted to hold a special meeting.

There being no further business to come before the Commission, the meeting adjourned at 8:27 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarah Swedburg". The signature is fluid and cursive, with the first name "Sarah" and last name "Swedburg" clearly distinguishable.

Sarah Swedburg
Planner

PLANNING COMMISSION – JUNE 19, 2019

STAFF COMMENTS

1. DREAM REAL ESTATE, LLC MINI-STORAGE PLAN REVIEW – FILE NO 19-02:

- The applicant is Dream Real Estate, LLC of Willmar, MN.
- The applicant is requesting a plan review to allow mini-storage on property described as follows: Lot 7 and parts of Lots 8-10, Block 2, Paulson & Sunde's Subdivision of Lot D Eastern Addition (137 Benson Avenue SE) (Full legal description available upon request).
- The property is zoned I-2 (General Industry).
- Lot width and area are exceeded between the three parcels – lots should be combined.
- The property is about 34,500 sq ft, and the proposed building is 6,000 sq ft?
- 8 parking spaces are required – the site has plenty of room for parking in addition to landscaping and green space.
- At least 10% of the site shall be landscaped. A landscape plan has not been submitted at this point.
- The site will be accessed off of Benson Ave SE.
- The building façade is consistent in appearance with neighboring properties.
- Demolition is scheduled for 2019? Construction is scheduled to begin in 2020?
- Signage approvals are ancillary from site plan review/approval.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. All lots shall be combined with Kandiyohi County.
- B. A landscape plan compliant with Zoning Ordinance Section 3.P. shall be submitted and approved by the Zoning Administrator prior to Building Permit approval.
- C. The Stormwater Ordinance shall be complied with and plans shall be approved by the Engineering Department.
- D. The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. STINGERS LEASE AGREEMENT:

- The lesee is Willmar Baseball, LLC & Northwoods League, Inc (Summer Collegiate Baseball League)
- The lease being requested is for the Facility known as Baker Diamond-Taunton Stadium.
- The term is 10 seasons, up to 40 games per season (consistent with other Northwoods League team leases)
- The lease is non-exclusive, so other teams, such as the Willmar American Legion Post, Willmar VFW post, and Willmar Baseball Association may utilize the facility.
- Both parties have a right to terminate the lease upon written notice.
- Related Comprehensive Land Use Plan Goals: Economic Growth, Parks & Open Space, Residential & Social Development
- This lease also aligns with larger Local Option Sales Tax goals in expanding and promoting Willmar as a regional hub for sporting and recreational facilities/activities.

PLANNING COMMISSION'S ROLE: Review lease & approve/deny based on compliance of the proposed plan with the Comprehensive Land Use Plan.

3. WYE PROJECT LAND SALE:

- Purchaser is Hoffman Construction Company.
- Property is located on the corner of CR 40 & CSAH 55.
- This parcel will be directly adjacent to the new rail line running North/South created for the Wye Project.
- This parcel will have limited access due to the Wye Project Plans.
- Hoffman Construction intends to build a stormwater pond on this parcel & would be willing to sell the property back to the City.
- The purchaser has agreed to a purchase price of \$7,500/ac, subject to City Council approval.

RECOMMENDATION: Recommend approval of the land sale to the City Council.

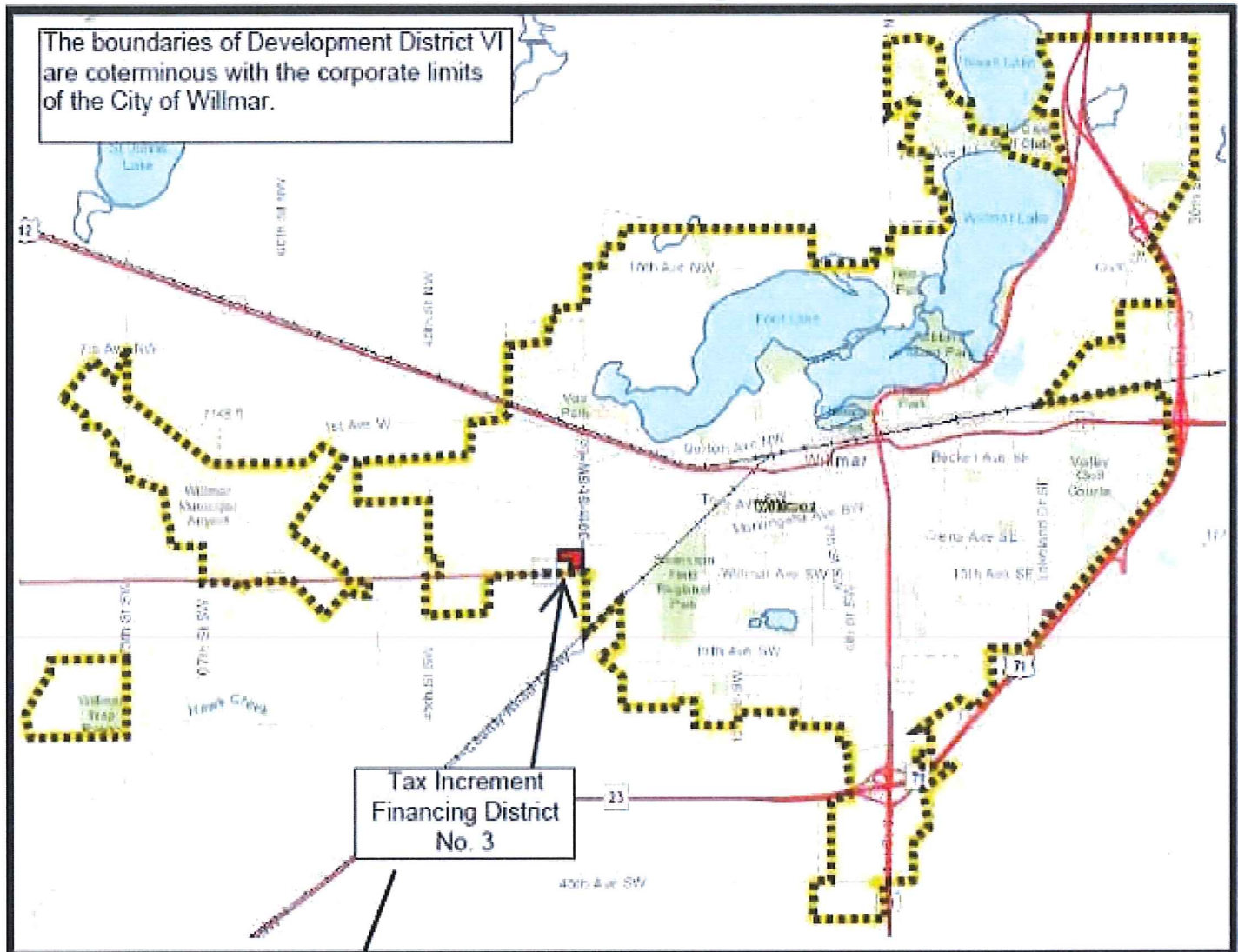
4. 2019 CAPITAL IMPROVEMENT PLAN:

- New attachments include a breakdown of Bond vs Sales Tax Bonds.
- While the total estimated money to be generated from the Local Option Sales Tax will be spent over the next several years, the City will Bond for these projects.
- 60 points possible for any given item, 10 points in each category: Legal Mandate, Critical Public Safety, Maintains Current Assets, Reduce/Offset Cost, Council Priorities, Sustainability
- “Resurface Pool (Additional Funds)” DOAC Item is for additional funding to complete the resurfacing project at the Dorothy Olson Aquatic Center project from last year.
- “Pond Outfall” Stormwater Item is for Local Option Sales Tax Stormwater projects.

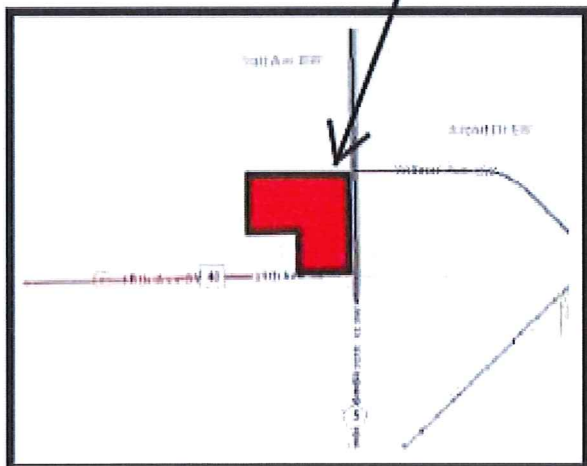
PLANNING COMMISSION’S ROLE: Review CIP & comment/report on compliance of the proposed plan with the Comprehensive Land Use Plan.

City of Willmar
Kandiyohi County, Minnesota
Development District VI
Tax Increment Financing District No. 3

The boundaries of Development District VI are coterminous with the corporate limits of the City of Willmar.



Tax Increment
Financing District
No. 3



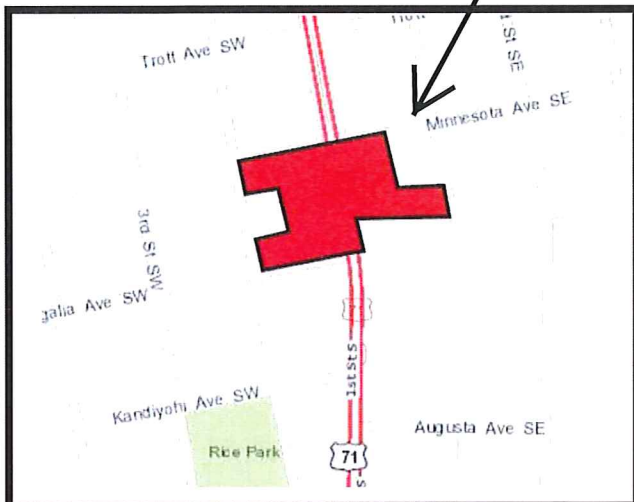
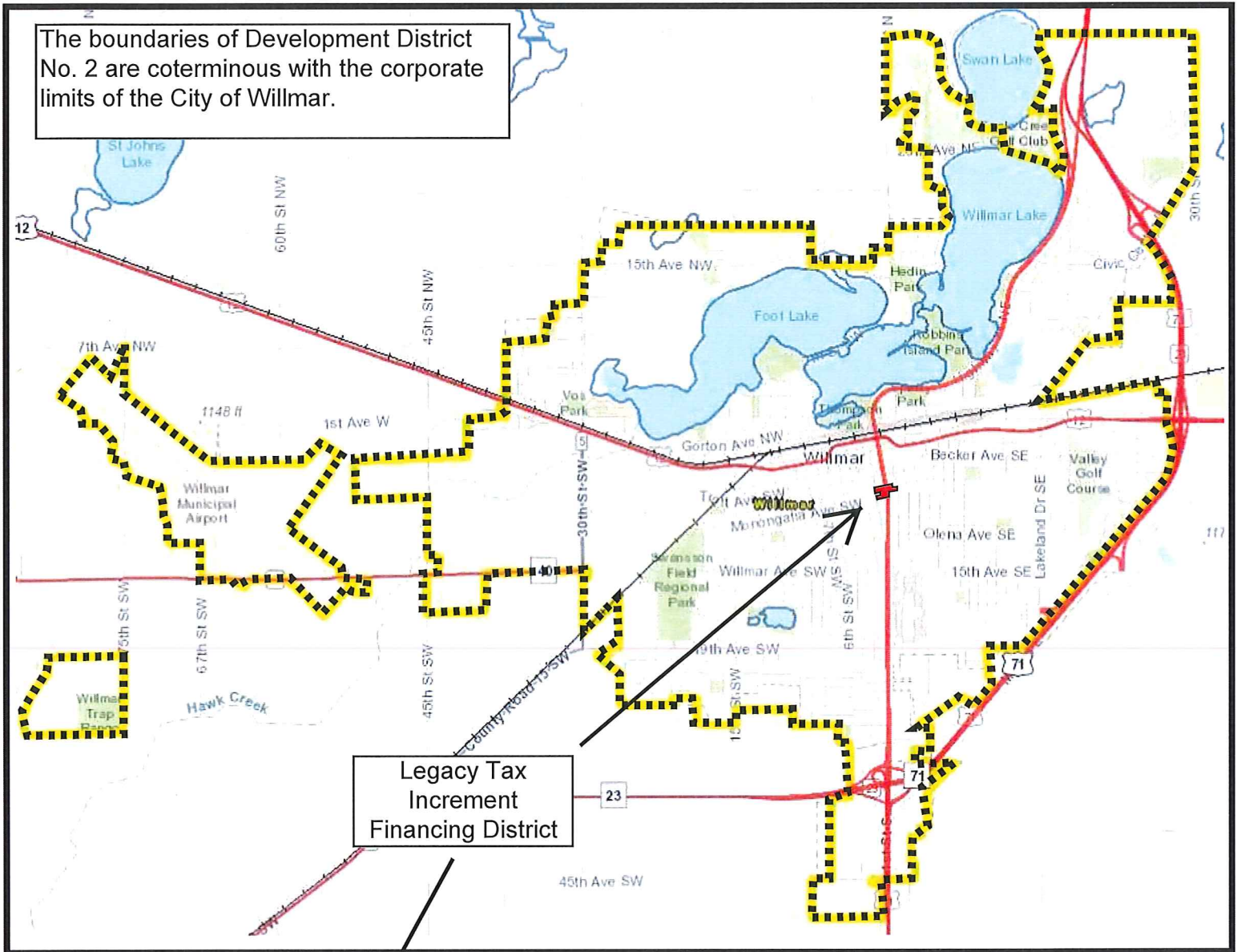
Development District VI



Tax Increment Financing District No. 3

City of Willmar
Kandiyohi County, Minnesota
Development District No. 2
Legacy Tax Increment Financing District

The boundaries of Development District No. 2 are coterminous with the corporate limits of the City of Willmar.



Development District No. 2



Legacy Tax Increment Financing District